

23 April 1974

MEMORANDUM FOR: Director of Personnel

SUBJECT : Watergate-Agency File Review

REFERENCES : (a) Memo fr IG to Senior Agency Officials dtd  
26 Mar 74, same subject  
(b) Memo for the Record fr EA/D/Pers dtd 12 Apr 74,  
same subject

1. All files under the jurisdiction of this Office of Personnel Directorate have been reviewed in terms of the categories and procedures in the references to determine whether such files contain Watergate-related information. Most of our record holdings are under the jurisdiction of the Control Division and the Position Management and Compensation Division. Copies of their reports of review are attached (Tabs A and B respectively). Files of the immediate Office of the DD/Pers/P&C and the Plans and Review Staffs together amount to a total of about 48 cubic feet.

2. From this review I certify that the files under the jurisdiction of this Directorate have been grouped in Categories A and B in terms of their relationship to Watergate as indicated below. None of the files fall in Category C as being likely to contain Watergate-related materials.

a. All files of the immediate Office of DD/Pers/P&C, PMCD, CD, and the Plans Staff, and those Review Staff files concerned with policy, regulations, procedures and studies are best characterized in Group A as "records which by their nature are highly unlikely to contain Watergate-related materials." Those P&C records which have been retired to the Archives also fall in this category.

b. Those Review Staff files concerned with OP Histories and with Annual Reports fall within Category B as "records which by their nature may contain Watergate-related materials" and have been reviewed carefully.

3. This review has identified no files pertinent to Watergate per se. However, it has identified the following references of possible interest. Copies of each of these items are attached.

a. A copy of a memorandum held in TRB which is addressed to Mr. E. Howard Hunt dated 7 March 1969 and replies to his request to the Director of Personnel for clarification of his service computation date (Attachment B of the CD report, Tab A).

b. Page 104 of the Control Division History, "Personnel Records and Reports," mentions Mr. E. Howard Hunt and attachments to that History include a copy of an article "Education and the Central Intelligence Agency" which was written by Mr. Hunt (Tab C). The article was based upon data provided by QAB/CD. The article was written in 1968 when Mr. Hunt was apparently attached to the Office of Mr. Goodwin, who was the Agency Public Relations Officer at the time. The article was published later as part of an HEW publication.

c. The volume of attachments to the History of the Retirement Counseling and Placement Staff includes in Table C7 [redacted] among those "Organizations Cooperating with RCPS in the External Employment Assistance Program since 1 June 1968." (See Tab D.)

25X1

d. A report [redacted] to D/Pers through ADD/Pers/R&P, "Workload Data Accomplishments for FY 1973" includes the following statement under paragraph 4, "Significant Events":

25X1

[redacted]

[redacted]

25X1

Deputy Director of Personnel  
for Plans and Control

Atts

[redacted]

25X1

[redacted]

25X1

**ADMINISTRATIVE-INTERNAL USE ONLY**

23 April 1974

MEMORANDUM FOR: DD/PERS/P&C

SUBJECT : AGENCY-WATERGATE FILE REVIEW

REFERENCE : A. EA/D/Pers Memo for the Record, dtd 12 April 1974, w/att, same subject.

B. DD/PERS/P&C Definition of Categories for Agency-Watergate File Review.

1. In accordance with referent memorandums a selective review of the materials and files held by the Branches of OP Control Division (TRB, SRB, QAB, and RAO) has been conducted. The general description and volume information of the records reviewed is included in Attachment A. The findings of our review are best characterized by definition 1. a. of Reference B -- "Those records which by their nature are highly unlikely to contain Watergate-related materials."

2. Of possible interest to you, however, may be a copy of a memorandum held in TRB which is addressed to Mr. E. Howard Hunt dated 7 March 1969 and replies to his request to the Director of Personnel for classification of his Service Computation Date -- see Attachment B. Also, since the attachment to Reference A included the consideration of certain commercial and financial organizations, the TRB Credit Desk searched its records for information attributable to any company specifically listed. Attachment C shows the company and for whom the TRB Credit Desk made acknowledgements. The general purpose of the acknowledgements were to provide employment and salary verification related to mortgage and credit forms.

Chief, Control Division

STAT

Enclosures: As above

Distribution:

Original & ~~X~~ - Addressee  
1 - CD Chrono

OP/CD/

**ADMINISTRATIVE-INTERNAL USE ONLY**